



USA POOLS

WHERE THE  ALWAYS SHINES

"The Interview Packet"

This packet needs to be completed and returned to
USA Pools Corporate office: (via; email, fax, mail)

Name of Applicant: _____

State/Region: _____

TO APPLY: PACKET MUST BE FILLED OUT
COMPLETELY AND UNIFORM PAYMENT ENCLOSED
PRIOR TO INTERVIEW DATE.



INTERVIEW QUESTIONNAIRE

Being a USA Lifeguard carries many responsibilities. We only hire the best and the brightest to be Team members. Please take a few minutes and answer these questions on some of the policies and procedures for all USA Team Members.

1. When completing my clock in or clock out, what word will be spoken by the timekeeper to let me know I can hang up the phone?
 - A. Done
 - B. Goodbye
 - C. Hello
 - D. None of the above

2. When I arrive at the pool each day, what is the first thing I should do once I am inside the facility:

3. What are the four keys to being a Successful Lifeguard?

1. _____
2. _____
3. _____
4. _____

4. In order for me to be a Team Member of USA Pools, I must complete three rounds of training. They are:

1. _____
2. _____
3. _____

5. When you arrived at the pool, you couldn't clock in. You should:

- A. Leave pool and go home
- B. Clock in from my cell phone
- C. Open the pool and worry about it later
- D. Call Corporate Office immediately

6. You just received your new work schedule from your pool manager, but you don't know if the hours you are scheduled to work are when the pool is supposed to be open. How do I verify my scheduled hours are correct?

- A. Trust my pool manager and work all hours scheduled
- B. Call my Region Manager
- C. Call Corporate Office
- D. Look at Pool Coversheet in Pool Operations Manual

7. Where can you find all paperwork you will need to fill out each day at the pool?

8. How many days of vacation are you allowed to have each summer?

9. How do you get paid for working a pool party:
- A. Clocking in and out through our Time Keeper System
 - B. After the pool party is over collect the money from the host of the pool party.
 - C. Use timesheet located in Pool Operations Manual
 - D. Call your Region Manager
10. How many schedules will be written during the summer?
- _____
11. If you become sick and can't work, what do you do?
- A. Don't show up for work
 - B. Call your Team Members and arrange for a sub to cover your shift
 - C. Call Corporate Office
 - D. Call your Pool Manager
12. To be a Team Member, the office must have copies of what cards before you can work?
- _____
13. After your interview is complete, what is the last thing you must complete and return to our Corporate Office to be considered for employment?
- _____
14. What do you do if the phone does not work at your pool?
- _____
15. All Team Members must be in uniform at all times while at work, what are all parts of the USA Lifeguard Uniform?
- _____
- _____
16. If your last day of work is August 19, what day will your check be cut and how will you receive that check?
- _____
17. If you are scheduled to open the pool at 11:00 a.m., what's the earliest you can clock in and get paid?
- _____
18. How many hours a week must one work if they are a Level I Guard?
- _____
19. How much do all Team Members have to work on the Fourth of July?
- _____
20. In taking the On-Line Lifeguard Review Test, what score must a Team Member have in order to stay on the schedule?
- _____
21. Explain the difference between Lifesaving and Lifeguarding.
- _____
- _____
- _____
22. At what age can a Team Member be considered for a Pool Manager's position:
- A. 16
 - B. 17
 - C. 18
 - D. 21

23. What are the four requirements for receiving the “end of the year” bonus:

1. _____
2. _____
3. _____
4. _____

24. In the event of thunder or lightning, what is the procedure for handling bad weather at the pool?

25. Please explain the process of addressing a question about your paycheck or to correct your pay if you have forgotten to clock in or out and what information must be provided:

Signature _____

Date _____

**Please continue to fill out the rest of this packet
prior to your interview with USA Pool...**



POOL

*Where The **SON** Always Shines*

ACKNOWLEDGEMENTS

Job Description Sign Off

I have reviewed and understand the job descriptions and believe them to be accurate and complete. I understand that the Management of USA Pools retains the right to change the Job Description, as it deems necessary. I will follow and adhere to my Job Description to the best of my ability.

Personnel Signature

Date



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Certification Sign Off

I understand that I must submit copies of all current certifications, drivers' license, and Social Security card, prior to beginning work. I understand that any updated copies must be forwarded upon re-certification. I further understand that failure to follow policy may affect my wages.

Personnel Signature

Date



.....

Payroll Packet Sign Off

I have received the USA Pools payroll packet. I have read and understand the policies and procedures regarding USA Pool's payroll system. I will follow and adhere to USA Pools payroll policies and the timekeeper system. I understand that failure to follow policy may affect my wages.

Personnel Signature

Date

REGISTRATION FORM FOR 3 PARTS TRAINING & INSERVICE TRAINING

Saturday, April 24, 2010

(8.45 am – 1:00 p.m.)

Initials

Name: _____

Cell Phone Number: _____ (List all numbers at which you can be reached)

School Phone Number: _____ Email: _____

Home Phone Number: _____

Signature: _____

I understand that In-service and Onsite Training are Mandatory Training!

REMOVE AND RETAIN FOR YOUR RECORDS

Three (3) Parts of USA Pools Training

- INSERVICE TRAINING:** You MUST attend In-service Training. The In-service Training will cover all of USA Pools *Paperwork, Policies, and Procedures* (The 3 P's). This Training will also give you an opportunity to meet the senior staff members of USA Pools and fellow lifeguards. This is a classroom format. You need to bring a **note pad, writing utensil,** and a **POSITIVE ATTITUDE!** In-service will begin promptly at 8:45 am on April 24th. Location map and directions will be sent to you in April. Failure to appear at In-service Training will result in dismissal.
- ONSITE TRAINING:** Onsite Training is also mandatory! This training will take place at your swimming pool **IN THE MONTH OF MAY PRIOR TO YOUR POOL OPENING.** You will be trained on the *Operation* as well as the *Mechanics* of your swimming pool facility. The Pool manager will train you on all aspects of your facility. USA Pools senior management prior to the staff training will train the pool manager. The staff Onsite Training Date is _____.
- ONLINE LIFEGUARD REVIEW TEST:** The Online Lifeguard Review Test will be required to be taken prior to the middle of June and before the 2nd June paycheck can be released to you. The purpose of this test is to measure YOUR retention and to review the two (2) previous trainings (In-service and Onsite). All lifeguards are required to pass this test with a 90% score or better. If a person falls below a 90% score, additional training is mandatory and you will be re-tested. Test MUST be completed on **usapools.com** web-site no later than the middle of June. Failure to complete test on time will delay the next paycheck.

USA Uniform Order Form

Mailing Date: _____

For USA Pools Office Use
Only

ALL Guards Must Purchase a Complete Uniform Package

SUMMER Female Uniform Package: Cost \$98.00

Total Price

Swim Suit: Choose One Type

One Piece Suit

Two Piece Suit

Size:

4

Note: The women's suits run small, so order 1 size larger than normal

6

8

10

12

14

16

Female Guard Shorts:

Small

Medium

Large

Extra Large

Guard Hat:

One Size Fits All

Guard Shirt:

Medium

Large

Extra Large

Fanny Pack:

One Size Fits All

(includes fanny pack, whistle with lanyard, CPR Mask, and gloves)

\$

Total

SUMMER Male Uniform Package: Cost \$76.00

Total Price

Swim Suit:

Medium

Large

Extra Large

Guard Hat:

One Size Fits All

Guard Shirt:

Medium

Large

Extra Large

Fanny Pack:

One Size Fits All

(Includes fanny pack, whistle with lanyard, CPR Mask, and gloves)

\$

Total Price

WINTER Uniform Package: Cost \$84.00 - Same for Male and Female

Break Away Pants:	<input type="checkbox"/> Medium
	<input type="checkbox"/> Large
	<input type="checkbox"/> Extra Large
<hr/>	
Hooded Guard Sweatshirt:	<input type="checkbox"/> Medium
	<input type="checkbox"/> Large
	<input type="checkbox"/> Extra Large
<hr/>	
Long Sleeve Guard Shirt:	<input type="checkbox"/> Medium
	<input type="checkbox"/> Large
	<input type="checkbox"/> Extra Large
	\$ _____

Total

Additional Priced Items and Payment Options (Must first purchase a complete uniform)

Individual Priced Items:		Cost	Total Price
2 nd Female Swim Suit: Note: The women's suits run small, so order 1 size larger than normal	<input type="checkbox"/> Female Two Piece Size 4	\$43.00	\$ _____
	<input type="checkbox"/> Female Two Piece Size 6	\$43.00	\$ _____
	<input type="checkbox"/> Female Two Piece Size 8	\$43.00	\$ _____
	<input type="checkbox"/> Female Two Piece Size 10	\$43.00	\$ _____
	<input type="checkbox"/> Female Two Piece Size 12	\$43.00	\$ _____
	<input type="checkbox"/> Female Two Piece Size 14	\$43.00	\$ _____
	<input type="checkbox"/> Female One Piece Size 6	\$43.00	\$ _____
	<input type="checkbox"/> Female One Piece Size 8	\$43.00	\$ _____
	<input type="checkbox"/> Female One Piece Size 10	\$43.00	\$ _____
	<input type="checkbox"/> Female One Piece Size 12	\$43.00	\$ _____
	<input type="checkbox"/> Female One Piece Size 14	\$43.00	\$ _____
	<input type="checkbox"/> Female One Piece Size 16	\$43.00	\$ _____
<hr/>			
2 nd Male Swim Suit:	<input type="checkbox"/> Medium	\$37.00	\$ _____
	<input type="checkbox"/> Large	\$37.00	\$ _____
	<input type="checkbox"/> Extra Large	\$37.00	\$ _____
<hr/>			
2 nd Female Guard Shorts:	<input type="checkbox"/> Small	\$15.00	\$ _____
	<input type="checkbox"/> Medium	\$15.00	\$ _____
	<input type="checkbox"/> Large	\$15.00	\$ _____
	<input type="checkbox"/> Extra Large	\$15.00	\$ _____
<hr/>			
Break Away Pants:	<input type="checkbox"/> Medium	\$36.00	\$ _____
	<input type="checkbox"/> Large	\$36.00	\$ _____
	<input type="checkbox"/> Extra Large	\$36.00	\$ _____
<hr/>			
		\$ _____	

\$

Extra Tops:

<input type="checkbox"/> Medium USA Guard Shirt	\$18.00	
<input type="checkbox"/> Large USA Guard Shirt	\$18.00	\$
<input type="checkbox"/> Extra Large USA Guard Shirt	\$18.00	\$
<input type="checkbox"/> Extra Large Wassup Guard Shirt	\$18.00	\$
<input type="checkbox"/> Medium Long Sleeve Guard Shirt	\$23.00	\$
<input type="checkbox"/> Large Long Sleeve Guard Shirt	\$23.00	\$
<input type="checkbox"/> Extra Large Long Sleeve Guard Shirt	\$23.00	\$
<input type="checkbox"/> Medium Hooded Guard Sweatshirt	\$39.00	\$
<input type="checkbox"/> Large Hooded Guard Sweatshirt	\$39.00	\$
<input type="checkbox"/> Extra Large Hooded Guard Sweatshirt	\$39.00	\$
2 nd Guard Hat:	<input type="checkbox"/> One Size Fits All	\$15.00
Fanny Pack:	<input type="checkbox"/> One Size Fits All	\$24.00
(Includes fanny pack, whistle with lanyard, CPR Mask, and gloves)		

Sub Total \$ _____

Ship To: _____ 7% Sales Tax \$ _____

Name: _____ Grand Total \$ _____

Address: _____

Choose Payment Option:

- Cash
- Check # _____

Choose Ordering Option:

- Mail Order
- Internet Order

Please print clearly

Note: If paying by Credit card please order online (No AMEX)

Where The **SON** Always Shines



Part-Time Personnel Agreement

This agreement made this ____ day of _____, 201__ between USA Pools of _____, Inc., a Georgia Corporation, hereinafter known as "USA Pools" and _____, hereinafter known as "Personnel." Whereas, USA Pools desires to obtain the professional service of qualified persons to perform services for USA Pools from May 15, 201__ to September 15, 201__.

USA POOLS AGREES TO:

- ❖ Provide you with a place to perform your duties.
- ❖ Provide you a position with USA Pools of: Pool Manager/Head Guard - Level 1 Guard
Level 2 Guard - Sub/Area Guard - Swim Instructor - Other: _____
- ❖ Provide you with FREE training on:
 1. Paperwork, Policies and Procedures
 2. OSHA regulations and MSDS forms
 3. Pool Operation and basic water treatment
 4. Pool Safety (after obtaining your Red Cross Lifesaving Certification)
- ❖ Provide you with support while you are performing your duties.
- ❖ Compensate you \$_____ per hour. (According to pay scale and scheduled pay dates.)
- ❖ Dedicate \$.40 of your hourly compensation to an end of the year bonus. Requirements for bonus:
 1. Work assigned shifts from Memorial Day weekend through Labor Day.
 2. Work minimum hours for your position: ____ Hours per week/ ____ Hours per season.
 3. Favorable performance review from the place you performed your duties.
- ❖ Provide you with Professional Liability Insurance.

PERSONNEL AGREES TO:

- ❖ Purchase the USA Pools uniform and wear it at all times while performing duties.
- ❖ Maintain and keep current the proper credentials in LGT, CPR, and First Aid Certifications.
- ❖ Attend all USA Pools designated trainings and meetings.
- ❖ Perform duties up to the highest level of a professional Lifeguard.
- ❖ Be honest, ethical and devote best knowledge and skills in performance of duties.
- ❖ Perform duties no less than ____ hrs per week but no more than ____ hours per week (personnel may receive minimum wage for providing services less than minimum agreed hours).
- ❖ Adhere to guidelines and conditions set forth in the Vacation Policy.
- ❖ Adhere to guidelines and conditions set forth in the Scheduling Policy.
- ❖ Complete and fill out all appropriate forms found at place of work in the "Pool Operations Manual".
- ❖ Perform duties through September 15, or provide at least 2 weeks written notice in the event personnel cannot work through September 15. If personnel does not provide minimum notice, personnel's pay rate shall revert to minimum wage for up to \$300.00 as liquidated damages.
- ❖ Adhere to policies and procedures set forth in the Payroll Packet. Failure to follow these policies and procedures set forth in the Payroll Packet may result in lost wages. Personnel shall be permitted to "clock-in" for performing duties no earlier than 30 minutes prior to the Pool's contracted opening time. Personnel shall be permitted to "clock-out" for performance of duties no later than 15 minutes after the Pool's contracted closing time. Any time clocked in/out outside of these published authorized times will be automatically rounded to the permitted time.
- ❖ Adhere to applicable job description (JD) published in the Lifeguard Information Book (LGIB) to ensure safety at his/her place of duties.
- ❖ Enforce general pool rules that are established at Personnel's workplace and are published in Lifeguard Information Book (LGIB).
- ❖ Not represent or be compensated by USA Pools if retained to lifeguard a private pool party, teach swim lessons, or coach a swim team. Such duties are considered to be an Independent Contract between parties.
- ❖ Be retained by USA Pools as a part-time seasonal position. Due to the part-time relationship between Personnel and USA Pools, Personnel acknowledges and agrees that unemployment benefits shall not be awarded to part-time seasonal Personnel and Personnel further agrees to not file for such benefits. Furthermore, Personnel agrees to hold harmless USA Pools of any claims under workers compensation.

Acceptance of this Agreement by Personnel through signatures below shall constitute a contract entered into in accordance with the specifications, terms and conditions hereto. In whereof the parties have executed this agreement, the day and year previously written.

By: _____
USA Pools

Part-Time Personnel